

**Middle School Initiative****PART I  
COVER SHEET****CAP 4 SEMESTER 1 WEEK 13**

**COURSE:** Administrative Officer Staff Duty Analysis, Achievement 10

**LESSON TITLE:** Prohibited Action References

**LENGTH OF LESSON:** 50 Minutes

**METHOD:** Performance

**REFERENCE(S):**

1. *Leadership: 2000 and Beyond*, Volume II, Chapter 9
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPR 0-2, *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*
4. CAPR 0-9, *Numerical Index of CAP Forms, Test Materials, and Certificates*
5. CAPR 5-4, *Publications and Blank Forms Management*, 1 Jan 96
6. CAPR 10-1, *Preparing and Processing Correspondence*, 1 Oct 96; Change 1, 22 Dec 97
7. CAPR 10-2, *File Maintenance and Record Disposition*, 10 May 99
8. CAPR 10-3, *Administrative Authorizations*, 15 Sep 98
9. CAPR 20-1, *Organization of CAP*, Figure 18; Part III, Page 37, 29 May 00
10. CAPR 20-3, *Charters and Other Organization Actions*, 1 May 98
11. CAPR 35-3, *Membership Termination*, 16 Mar 81; Change 1, 1 Jul 83; Change 2, 1 Jul 85; Change 3, 30 Dec 88; IMC 90-1, 1 Mar 90
12. CAPR 39-1, *Nondiscrimination in Federally Assisted Programs*, 1 Feb 89
13. CAPP 205, *Administrative Officer Specialty Track Study Guide*, 1 Aug 96
14. CAPR 900-5, *The CAP Insurance/Benefits Program*, 31 Mar 99
15. Administrator's Guide for Middle School Initiative, Chapters 4 and 7

**AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):** None

**COGNITIVE OBJECTIVE:** The objective of this lesson is for each cadet to list specific references for each action that is prohibited for cadets.

**COGNITIVE SAMPLES OF BEHAVIOR:** Each cadet will willingly research the CAP directives and list each specific reference for each action that is prohibited for cadets.

**AFFECTIVE OBJECTIVE:** Each cadet needs to know what actions and activities are prohibited for cadets. This lesson will allow each cadet to complete the research of the CAP regulations and manuals for these actions and activities.

**AFFECTIVE SAMPLES OF BEHAVIOR:** Each cadet will make a list of the references where a prohibited action or activity for cadets is found. Once each cadet has made his or her list, a list on the blackboard should be compiled.

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### PART II TEACHING PLAN

#### Introduction

**ATTENTION:** Have you ever been told that as a cadet you can't do this or that? Why are cadets restricted from certain actions? Do you want to understand the "what" and "why" of the prohibited actions for cadets?

**MOTIVATION:** Today, we are going to do some research and make a list of all the specific actions prohibited for cadets. Where do you think we should start?

**OVERVIEW:** In Achievements 9 through 16, Staff Duty Analysis is part of the leadership training. This lesson, third in the series, covers the prohibited actions or activities for cadets. It is important that each member know these and understand the reasons behind them being prohibited.

**TRANSITION:** Take your notebooks and start making your list of prohibited actions for cadets. The unit publication file will be available for your use.

#### Body

**Instructor's Note:** Allow time for the cadets to compile a list of all specific references of actions prohibited by cadets. Then using the blackboard, compile a list using the references provided by the cadets and the references listed below (check the given references for currency) which may or may not be all-inclusive.

Basic CAP Publication	Paragraph
R35-1	3
M39-2	2-4d & e
R50-4	3b
R52-10	All
R52-16	1-4
	2-3a(1) - (4); 2-3k; 3-4a; 4-2a; 5-10a(5)
R60-1	2-6(a); 2-16
R60-3	1-9f
R77-1	5a & b
R900-3	1 & 2
R900-5	7

## **Conclusion**

**SUMMARY:** We have looked at the publications that prohibit cadets from specific actions and made a list of these publications.

**REMOTIVATION:** In doing this exercise, you have become more familiar with the CAP publications and how to find required information. Continue to expand your knowledge of the publications that govern the policies and actions of CAP members.

**CLOSURE:** We will learn the importance of how to complete the CAP forms and fill out at least one form when we continue the SDA next week. Now it is time to have our Safety class.

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**PART III  
LESSON REVIEW**

**LESSON OBJECTIVE(S):** The objective of this lesson was for each cadet to list specific references for each action that is prohibited for cadets.

**LESSON QUESTIONS:** None